



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

To: District Superintendents
State Agency Educational Coordinator

From: Richard Valdivia
Deputy Associate Superintendent for Academic Achievement Operations

Date: December 12, 2003

Subject: NCLB 04-09: Annual Report of Children in Institutions for **Neglected or Delinquent Children**, Adult Correctional Institutions, and Community Day Programs for Neglected or Delinquent Children

This report is being conducted to provide the U.S. Department of Education (ED) with current and accurate information on (1) the location and number of children who live in local institutions for neglected or delinquent (N or D) children, including children who live in local adult correctional facilities, and (2) the number of children enrolled in a regular program of instruction in eligible State-operated institutions for N or D children, adult correctional institutions, and community day programs for N or D children. ED needs this information to determine 2004-2005 allocations to Local Educational Agency (LEA) programs authorized by Title I, Part A of the Elementary and Secondary Education Act (ESEA), as amended by Public Law 107-110, and State allocations for the State agency N or D programs authorized by Title I, Part D, Subpart 2 of ESEA, as amended by Public Law 107-110.

ED would like to announce final Title I 2004-2005 allocations in April 2004. In order to do this, we are asking all applicable Districts/State-agencies to complete the collection of this formula data and submit the data to ADE by **January 9, 2004**, as this will assure us the time necessary to review the forms and forward the data to the U.S. Department of Education by the required federal deadline of January 15, 2004.

Part I (LEAs)- Number of Neglected or Delinquent Children in Local Institutions and Adult Correctional Institutions by Local Educational Agency (LEA)

Each LEA/District **should contact all eligible local N or D institutions** (refer Section 1432 of Title I Statute) and **report separately the total number of neglected children and the total number of delinquent children**, ages 5 through 17, who live in a local institution for neglected children or an institution for delinquent children, including children who live in a local adult correctional institution, as provided in Section 1432(1), (4), or (5) of the Title I statute, for at least 30 consecutive days, at least one of which was in October 2003.

These two figures representing October 2003 N or D caseload data must be submitted by January 9, 2004 through the (new) *Neglected or Delinquent Student Count Report* available via Common Logon, Academic Achievement Reports. A sample form (with instructions) is attached for your reference and may be used by the LEA to survey local N or D institutions for October 2003 N or D caseload data.

If your LEA/District was allocated funds for eligible local N or D institutions this fiscal year a list of those institutions is attached to the hard copy of this document, which is being mailed to all geographic LEA/Districts.

The data will be used in the Title I formula for computation of allocations to LEA programs. There should be records available to support the caseload data reported in this item, since this count generates Title I funds and is subject to audit.

Part II (State Agencies)- Enrollment of Children in a Regular Program of Instruction in State-Operated Institutions for Neglected or Delinquent Children, Community Day Programs for Neglected or Delinquent Children, or Adult Correctional Institutions.

"State Agency" means an agency of State government responsible for the free public education of children in institutions for neglected or delinquent children, in community day programs for neglected or delinquent children, or in adult correctional institutions.

Each State agency should **report the number of children enrolled in educational programs** of State-operated or supported institutions for neglected or delinquent children, community day programs for neglected or delinquent children, or adult correctional institutions (refer to §200.90(b) of the proposed Title I regulations) on a date during calendar year 2003 selected by the State agency in accordance with §200.51(a)(2). Adult correctional institutions are defined in Section 1432(1) of the Title I statute and community day programs are defined in Section 1432(3). **The average length of stay in an institution for neglected or delinquent children must be at least 30 days.** The State agency must adjust the enrollment data for each institution to account for the relative length of a State agency's annual educational program in such institution in accordance with §200.91(b) of the proposed Title I regulations (see instructions on form).

To be eligible to be counted as enrolled, a child must be: under 21 years of age; one for whom a State agency is providing a free public education; and enrolled in a regular program of instruction supported by non-Federal funds for at least: 20 hours per week if an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or 15 hours per week if an adult correctional institution. **Enrollment data must be submitted by the state agency to ADE by January 9, 2004 using the attached form (essentially the same form used last year).**

This data will be used in the Title I formula for computation of state allocations to State N or D programs. There should be records available to support the caseload data reported in this item, since this count generates Title I funds and is subject to audit.

Note: Title I funds generated by eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution must supplement the number of hours of instruction they receive from State resources. If these children participate in other programs funded from Federal sources, Title I funds must be accounted for separately but should be coordinated with other Federal funds to avoid duplication. If an institution operates an institution-wide project, however, Title I funds may be used to upgrade the entire educational program of the institution.

If there are any questions concerning the Neglected or Delinquent Student Count Report, please contact Ms. Janet Chin at (602) 542-7466 or jchin@ade.az.gov.

Enclosures

ARIZONA DEPARTMENT OF EDUCATION
ANNUAL SURVEY OF CHILDREN IN LOCAL RESIDENTIAL PROGRAMS (24 HOUR CARE) FOR
NEGLECTED & DELINQUENT CHILDREN
FY 2005 FUNDING
December 2003

Please read the attached instructions prior to completing this form.

1. **LEGAL NAME AND ADDRESS OF THE RESIDENTIAL PROGRAM**
(For programs with multiple sites, complete a form for each site.)

NAME: _____
(SITE NAME): _____
ADDRESS: _____
CITY, STATE, ZIP: _____
CONTACT PERSON: _____
PHONE NUMBER: _____

2. **STATE LICENSING AUTHORITY AND LICENSE NUMBER**
Licensing Authority: _____

License Number: _____

3. **TYPE OF RESIDENTIAL PROGRAM** (See attached instructions.)

A. **NEGLECTED**

☐

B. **DELINQUENT**

☐

4. **DESCRIPTION OF ELIGIBILITY BASIS**

- A. **IS THIS RESIDENTIAL PROGRAM OPERATED PRIMARILY FOR THE CARE OF:**

**CHILDREN WHO ARE ORPHANED OR HAVE BEEN
ABANDONED OR NEGLECTED BY PARENTS OR PERSONS
ACTING IN PLACE OF PARENTS?**

YES ☐ NO ☐

**CHILDREN WHO HAVE BEEN DETERMINED BY
APPROPRIATE STATE OR LOCAL AUTHORITY TO BE DELINQUENT
OR IN NEED OF SUPERVISION?**

YES ☐ NO ☐

- B. **IS THIS RESIDENTIAL PROGRAM A RESIDENTIAL FACILITY IN
WHICH CHILDREN ARE UNDER 24-HOUR CARE?**

YES ☐ NO ☐

- C. **DOES THE CASELOAD DATA REPORTED INCLUDE ONLY CHILDREN
AGES 5-17 INCLUSIVE?**

YES ☐ NO ☐

Return this survey to:

School District Administrative Office

I CERTIFY that the information provided on this form is, to the best of my knowledge, complete and accurate. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287.

TYPED NAME OF ADMINISTRATOR: _____

SIGNATURE (sign in blue ink) _____

DATE SIGNED: _____ **PHONE NUMBER** _____

5. **RESIDENTIAL PROGRAMS CASE LOAD:**
(Total caseload for October 2003)

(1)

**OF THE TOTAL OCTOBER CASELOAD, NUMBER OF CHILDREN
WHO RESIDED IN THE RESIDENTIAL PROGRAM FOR 30 OR MORE
CONSECUTIVE DAYS: (see attached instructions)**

AGES 5-13 (Elementary)

(2)

AGES 14-17 (High School)

(3)

6. **WHICH LEA (DISTRICT) WILL BE THE EDUCATIONAL FISCAL AGENT
(RECEIVING THE FUNDS) FOR YOUR RESIDENTIAL PROGRAM?**

NAME OF DISTRICT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

ARIZONA DEPARTMENT OF EDUCATION
ANNUAL SURVEY OF CHILDREN IN LOCAL RESIDENTIAL PROGRAMS (24 HOUR CARE) FOR
NEGLECTED & DELINQUENT CHILDREN
FY 2005 FUNDING
December 2003

INSTRUCTIONS

for the preparation of Arizona Department of Education's Annual Survey of Children in Local Residential programs for Neglected or Delinquent Children
FOR THE SCHOOL YEAR ENDING JUNE 30, 2005 (FY 2005)

GENERAL

The purpose of this survey is to provide the U.S. Department of Education (USED) with current and accurate information on the location and number of children who live in local residential programs for neglected or delinquent (N or D) children. USED needs this information to determine 2004-2005 (Year ending June 30, 2005) county allocations to Local Educational Agency (LEA) programs authorized by Title I, Part A of the Elementary and Secondary Education Act (ESEA)

SECTION I- RESIDENTIAL PROGRAM AND SCHOOL DISTRICT

1. NAME AND ADDRESS OF RESIDENTIAL PROGRAM - Enter legal name and address of this residential program. If the name of the residential program has changed since last year, please indicate the previous name in parenthesis. Fill out a form for each separate site (group home). Give the contact person and phone number for each site.

2. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS TYPE OF RESIDENTIAL PROGRAM –

Enter the name of the licensing authority under which you operate.
Enter the residential programs license number.

3. CHECK THE APPROPRIATE BOX BASED ON THE FOLLOWING INFORMATION:

A. "An Residential program for Neglected Children" – A public or private residential facility (other than a foster home) that is operated primarily for the care of children who have been committed to the residential program or voluntarily placed in the residential program under applicable state law, because of the abandonment by, neglect by, or death of parents.

B. "An Residential program for Delinquent Children" – A public or private residential facility that is operated primarily for the care of children who have been adjudicated delinquent or are in need of supervision. The term also includes an adult correctional residential program in which at least ten children reside.

4. DESCRIPTION OF ELIGIBILITY BASIS

A. To establish the basis for identifying the type of residential program, please answer only one of the items below to show that the residential program meets the eligibility requirements in accordance with Title I Regulations. Check the boxes based on the following:

If this residential program is operated primarily for the care of neglected children and meets the definition in Item 3, please answer, "YES".

If this residential program is operated for the care of children who have been adjudicated to be delinquent or in need of supervision and meets the definition in Item 3, please answer, "YES".

B. If this is a residential facility, please answer, "YES".

Note: Children who attend day care facilities are not eligible for services under this program, since the statute provides that children living in residential programs are eligible to be served by the local educational agencies.

C. If no children under the age of 5 years or over the age of 17 years have been included, please answer, "YES".

For purposes of the Title I formula, only children ages 5-17, inclusive, are eligible to be included in the caseload data, even though for this purpose, "children" means persons not above age 21 who are entitled to a free public education not above grade 12, or children who are of preschool age.

5. CASELOAD DATA -Enter the Caseload data as follows:

Box 1: Enter in this box the total number of residents in this residential program during the period October 1 through October 31,2003, or any portion thereof.

Boxes 2 & 3: Enter in these boxes (by age categories) the total number of residents, ages 5-17 inclusive, who during the month of October, 2003, had resided in the residential program for 30 or more consecutive days and who fall into category A or B (as appropriate) in Item 3. This data will be used in the Title I formula for computation of grants. There should be records available to support the caseload data reported in this item, since this count generates Title I funds and is subject to audit.

6. FISCAL AGENT DESIGNATION - Enter the name of the local LEA/School District that will be the fiscal agent (receiving the federal funds) for your residential program and with whom you will be collaborating to serve your children. Please insert all the pertinent information requested.

CERTIFICATION BOX IN RIGHT HAND CORNER.

Type the name of your administrator/director.

Please sign in blue ink.

Insert the date and phone number.

MAIL TO: School District Administrative Office